

TAB A

Recommended Amendment to paragraph 4 a of [REDACTED]

25X1A

a. Authorized officials may grant a full-time per annum employee compensatory time off from duty in lieu of overtime pay for work in excess of 40 hours per week if the employee requests it. Such request must be made not later than the end of the pay period in which the overtime was worked. Once an election has been made and approved, it may not be changed. The number of hours of compensatory time off shall be not more than the number of overtime hours worked. Compensatory leave shall be authorized and approved in the same manner as annual leave.

Recommended Amendment to paragraph 4 d (1) of [REDACTED]

25X1A

(1) It must be taken within four weeks immediately following the pay period in which earned, or forfeiture will result. If for any reason compensatory leave is not taken prior to the time the employee separates from the Agency, or in the event of death, it will be forfeited.